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This booklet is designed to give the adult educator a brief overview of 24 group methods and techniques that have been used to good advantage by many groups and organizations: audience reaction teams; brainstorming; buzz sessions; case study; colloquies; committees; conferences; conventions; discussion groups; demonstrations; field trips or tours; forums; institutes; interviews; lectures or speeches; listening teams; panels; question periods; role playing; seminars; short courses; skits; symposia; and workshops. Information on each type of activity includes a definition, areas of most effective use, major reasons for using the activity, major advantages and limitations, physical requirements, procedures, and similarity to other methods and techniques. Some additional methods, techniques, and devices are also noted, together with criteria for the selection of specific methods and techniques. (author/ly)

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TWENTY-FOUR

GROUP METHODS AND TECHNIQUES

IN ADULT EDUCATION

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October, 1967

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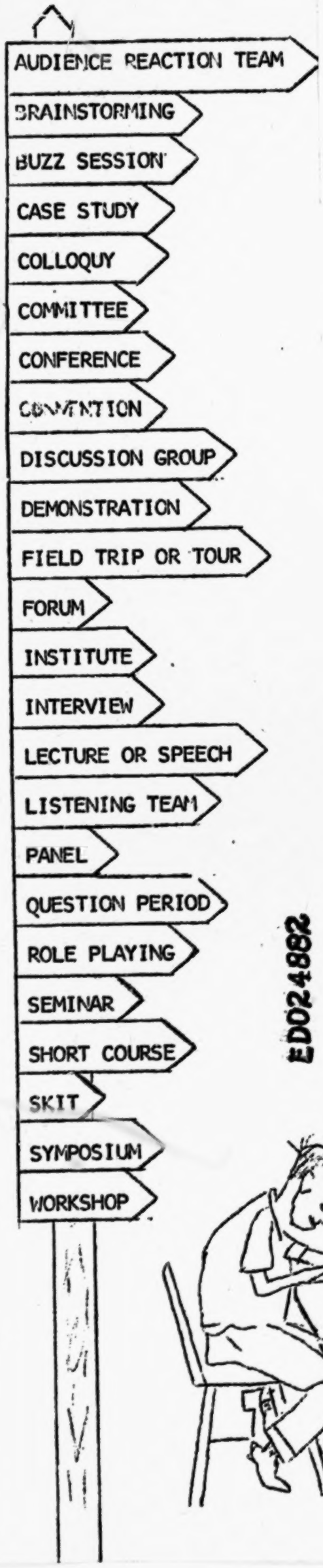

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TABLE OF CONTENTS

	Page
Introduction	1
Audience Reaction Team	3
Brainstorming	5
Buzz Session	7
Case Study	9
Colloquy	11
Committee	13
Conference	15
Convention	17
Discussion Group	19
Demonstration	21
Field Trip or Tour	23
Forum	25
Institute	27
Interview	29
Lecture or Speech	31
Listening Team	33
Panel	35
Question Period	37
Role Playing	39
Seminar	41
Short Course	43

Page

Skit 45

Symposium. 47

Workshop 49

Some Additional Methods, Techniques and Devices. 51

How to Select Methods and Techniques 52

A Note on Definitions. 54

Suggested Additional Reading 55

INTRODUCTION

Variety in program presentation heightens audience interest and promotes active participation. Programs using the methods and techniques suggested in this booklet will involve a larger portion of the membership of your group. Attendance will improve as new resources are tapped. The personal satisfaction derived from more lively meetings will make for a larger, more active, and more responsive membership.

This booklet is designed to give the adult educator a brief overview of a variety of group methods and techniques that have been used to good effect by many groups and organizations. The aim is not to produce experts in adult education methodology or to provide a comprehensive covering of all such methodology. Except for a listing on page 51 this publication does not consider the several techniques used in person-to-person or individual approaches to adult education, the audio-visual devices used in group activity, the mass media, and several written and visual approaches that may be classified as either group or mass methods, depending on location and type of use.

On each activity there is included a definition of the activity, areas of most effective use, reasons for using the activity or advantages, limitations in its use, physical requirements, procedure, and similarity to other methods and techniques. Each of these seven subheadings is incomplete. For example, we can think of at least six or eight advantages or limitations for each activity listed. But with limitations of space, an effort has been made to list only the most important considerations under the seven subheadings. The second page for each activity gives a diagram showing one of the more popular physical arrangements and one or more alternative arrangements.

For most effective use of the methods and techniques included here, it is suggested that additional study and reading is needed. Two publications listed in the bibliography (Bergevin, Morris, Smith; and Morgan, Holmes, Bundy) are good sources of some detailed information on these and other methods, techniques and audio-visual devices. Many books and pamphlets have been written on some of the activities listed here. Every general library is likely to have materials on educational methodology, and some are available from the headquarters of the professional societies serving the field.

Adapted to the needs and resources of your group, the methods and techniques listed here will help you develop more dynamic programs. But remember that good presentation is no substitute for the selection of topics of genuine interest and concern to your group.

Acknowledgements

This publication has been patterned after one titled "Ten Methods for Better Meetings," long used in the Department of Adult Education at Florida State University, authors unknown. The present author is greatly indebted to Professors George Aker and Wayne Schroeder of the above named department for reading the manuscript and offering useful suggestions. Thanks are also due the authors of the two books mentioned above; material contained in their books was very helpful in the preparation of this publication.

AUDIENCE REACTION TEAM

The audience reaction team is a team of three to five members of the audience who react to a speaker or other resource person. They may interrupt the speaker to seek immediate clarification of points that are not clear, and otherwise assist the speaker in meeting the needs of a specific audience.

The Audience Reaction Team May Be Used:

1. To aid communication when the subject matter is likely to be difficult to understand.
2. To provide feedback from audience to speaker, and get the views of the audience represented when the audience is large.

Some Advantages:

1. It makes possible effective use of a speaker who otherwise might not effectively communicate with the audience.
2. By being formally represented on the program, interest may be stimulated among audience members.
3. It is fairly easy to organize.

Some Limitations:

1. A speaker may object to the implication that he may be a poor communicator, or to the interruptions during his presentation.
2. The role of the majority of the audience is passive.
3. Some members of the team may overparticipate while others may be too timid to do the job asked of them.

Physical Requirements:

1. Adequate seating so that every member of the audience may see and hear the speakers in comfort.
2. A stage or a slightly raised platform large enough for a speakers' rostrum, chairman, and members of the reaction team.

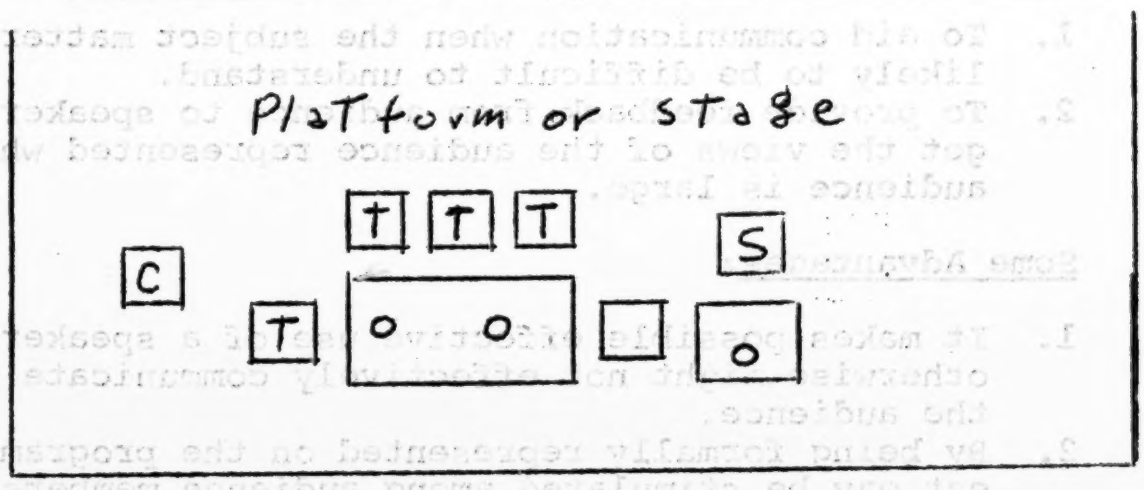
Procedure:

1. The chairman or moderator introduces the topic and describes the technique that is to be used, including an explanation of how the reaction team functions and some reasons for using it.
2. The chairman or moderator introduces the speaker to the audience with brief remarks as to his position, his experience, and his special qualification for this particular appearance.
3. The team reacts at appropriate times.

Similar Methods and Techniques:

1. The structure of the reaction team is similar to the listening team, but the listening team participates only after the conclusion of the formal speeches or other presentation, while the reaction team may interrupt the speaker at any time.

Physical Arrangement for Audience Reaction Team



Alternative Arrangements: The chairman may be seated at the table with the team members, or at the other side of the speaker. The speaker may join the team members at the table for part of the presentation (note empty chair at end of table).

BRAINSTORMING

Brainstorming is a technique where creative thinking takes precedence over the practical. The idea is to get out before the group all ideas possible, with no thought to how practical the ideas might be. The participants are urged to be as "free wheeling" and uninhibited as possible.

Brainstorming May Be Used:

1. To get as many new and novel ideas as possible before the group for evaluative discussion.
2. To encourage practical-minded individuals to think beyond their day-to-day problems and to think quantitatively instead of qualitatively.
3. To move out on a problem when the more conventional techniques have failed to come up with a solution.
4. To develop creative thinking.

Some Advantages:

1. Many people are thrilled at the freedom of expression inherent in brainstorming.
2. Solutions to previously insoluable problems can be discovered.
3. All members of the group can be encouraged to participate.

Some Limitations:

1. Many individuals have difficulty getting away from the known practical.
2. Many of the suggestions made may not be worth anything.
3. In the evaluation session it is necessary to criticize the ideas of fellow members.

Physical Requirements:

1. A meeting room with a chalkboard or other surface on which the ideas produced can be written hurriedly and preserved for the followup discussion period.
2. A conference table or semicircle arrangement to expedite discussion following the brainstorming.

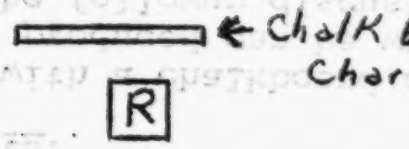
Procedure:

1. The chairman explains the procedure to be used, and a recorder is selected to list the suggestions.
2. As ideas are thrown out they are recorded in public view.
3. The ideas are discussed to determine if any have practical application to the problem at hand.

Similar Methods and Techniques:

1. **Brainstorming is different from any other group technique, although principles of group discussion and buzz sessions are much in evidence.**

Physical Arrangement for Brainstorming



R Recorder and Moderator

P Participants

Alternative Arrangements: A second row of seats may be used if the semi-circle gets too large. Also, the group may be seated around a table, but expression is probably less inhibited if the participants are facing the impersonal recording board instead of each other.

BUZZ SESSION

The buzz session is a technique for involving every member of a large audience directly in the discussion process. The audience is divided into small groups (5 to 7 members) for a limited time (5 to 7 minutes) for discussion to which each member contributes his ideas.

The Buzz Session May Be Used:

1. To develop questions for a speaker or panel.
2. To discover areas in which the group would like more information or further study.
3. To discover areas of special interest for future programs.
4. To evaluate a meeting, in terms of its value to the participants.

Some Advantages:

1. Provides a source of fresh ideas of real interest to the group.
2. When used in planning, it promotes individual identification with the program and its goals.
3. It gives everyone a chance to participate without having to get up in front of the full meeting.

Some Limitations:

1. The amount of individual participation is restricted by time.
2. Contributions of the several groups may be contradictory or difficult to combine.

Physical Requirements:

1. Movable chairs facilitate quick organization of buzz groups. In an auditorium with fixed seats, the first three in the front row turn and face the three sitting behind them in the second row. The next three face those behind them, etc.
2. Cards and pencils to be distributed quickly while or before the groups form.

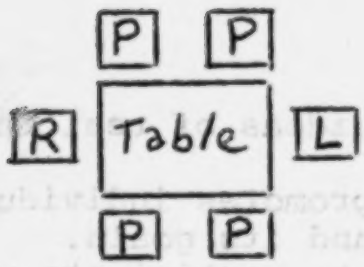
Procedure:

1. The Chairman assigns limited and specific objectives to the buzz groups. Directions must be clear and explicit. If the audience is unfamiliar with the method, a demonstration group may be formed.
2. Each group designates a leader and a recorder quickly.
3. The leader sees that every member has his say. The recorder makes a written record of each contribution on the card provided.
4. The leader or recorder of each group gives an oral report to the entire assembly.

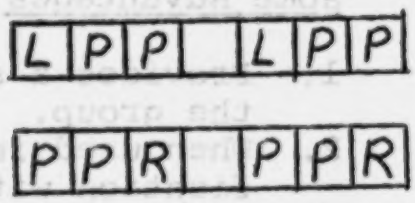
Similar Methods and Techniques:

1. **The buzz group is different from any other group technique, although principles of group discussion are much in evidence and some buzz groups may develop as brainstorming sessions.**

Physical Arrangement for Buzz Session



Around a Table



In an auditorium

L Leader

R Recorder

P Participants

Alternative Arrangements: A circle is best, with or without a table to work on. In an auditorium it is best to have one or more empty seats between groups, as shown in the diagram on the right. The recorder may use a chalkboard or chart stand for recording ideas (advantage is that all participants can see what has been recorded).

CASE STUDY

The case study is a detailed account of an event or a series of related events that may be presented to an audience orally, in written form, on film, or in a combination of these forms.

The Case Study May Be Used:

1. To present in detail to a group a problem with which the group is concerned.
2. To present and study the solution of a problem similar to one confronting the group.
3. To teach the problem-solving process.

Some Advantages:

1. Gives a detailed accounting of the case under study.
2. Helps the learner to see various alternative solutions to the problem.
3. Helps people develop analytical and problem-solving skills.

Some Limitations:

1. Some individuals may not see the relevance of the case being studied to their own situation or the group's problem.
2. A considerable amount of time and study is often required to develop the study.
3. Some group members are stimulated to overparticipation while others may assume a non-participatory role.

Physical Requirements:

1. Physical requirements vary with the type of presentation. If the case is presented through dramatic acting a stage area is required. If visual aids are required in the presentation, the room should be suitable for this kind of presentation. If the case study is a written one, a large table and chairs may be all that is necessary.

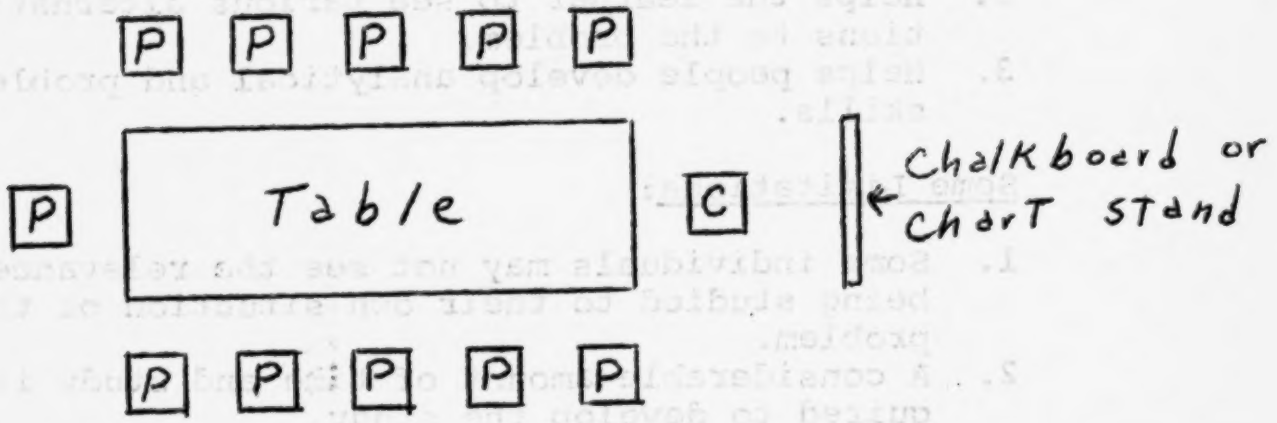
Procedure:

1. Materials are put into the hands of the participants in advance if the case study is in written form and to be read before the meeting.
2. Appropriate techniques to use during the presentation and discussion are selected, and parts rehearsed, if necessary.
3. The chairman or moderator introduces the topic, explains what the case study is, and the responsibility of each individual. He then guides the discussion and other activity.

Similar Methods and Techniques:

1. Written materials, film, the dramatic skit and speech may be used to present the case to the group. Group discussion is used to carry out the second part of the case study.

Physical Arrangement for Case Study



C Chairman or Moderator

P Participants

Alternative Arrangements: If the case study is presented in written form the table arrangement as shown above usually works best. If the presentation is on film or presented by dramatic skit the arrangement should be made to best fit the type of presentation.

COLLOQUY

The colloquy is a modified version of the panel using six to eight persons--half representing the audience and half serving as resource persons or experts. Time is about equally divided between the two groups.

The Colloquy May Be Used:

1. To identify and explore a problem or issue.
2. To give the audience an understanding of the various parts of a problem.
3. To weigh the advantages and disadvantages of a course of action.

Some Advantages:

1. Provides audience representation and feedback from audience to expert.
2. Permits presentation of various sides of an issue.
3. Variety of speakers and presentations stimulates interest of members of the audience.

Some Limitations:

1. Difficult for the moderator to hold the participants to the topic under discussion.
2. Audience members are in primarily a passive role.
3. Some members may want to "hog the show."
4. Extreme difference of opinion among the group may block progress toward a solution.

Physical Requirements:

1. Adequate seating so that every member of the audience may see and hear the speaker in comfort.
2. A stage or platform large enough to seat the group in comfort along a table facing the audience, with moderator in the center.
3. Microphones located so all speakers may be heard from where they are sitting.

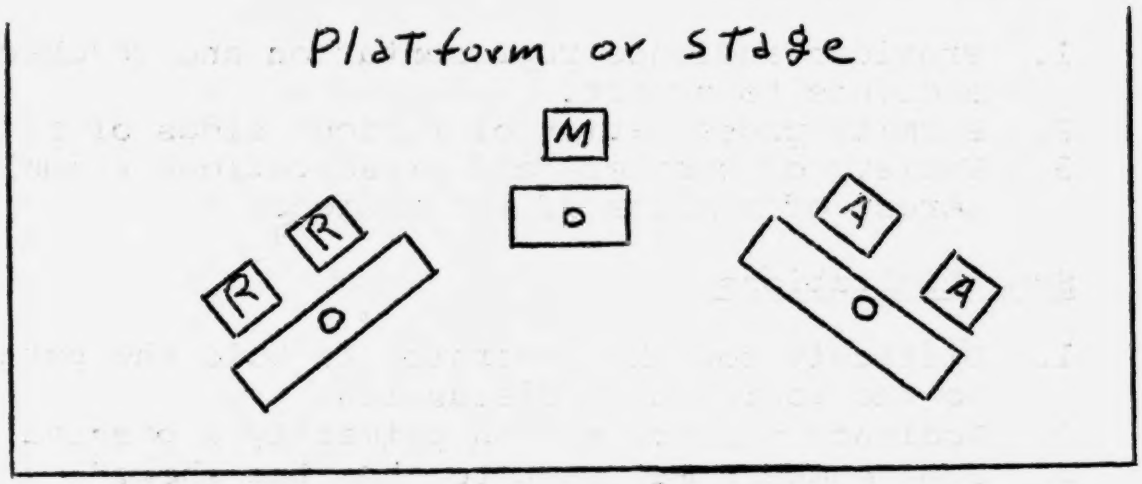
Procedure:

1. Participants are briefed on the technique and their responsibilities.
2. Moderator introduces all participants, and guides the discussion.
3. Questions may be received from the audience as time permits.

Similar Methods and Techniques:

1. The colloquy is structured the same as a panel; the difference is that all members of a panel are outside members, while half the colloquy panel are audience representatives who are asking questions, raising issues to be discussed, and expressing opinions on the topics raised. In audience-speaker relationships, the colloquy is similar to the reaction team and listening team. The colloquy differs from the reaction team in that colloquy members are full-fledged members of the panel.

Physical Arrangement for Colloquy



Alternative Arrangements: All participants may be seated at one large table, but this creates a disadvantage since resource persons and audience representatives talk directly with each other and need to face each other as well as the audience.

COMMITTEE

A committee is a small group of persons selected to perform a task that cannot be done efficiently by an entire group or organization, or by one person. This group is also known by other names, such as subcommittee, executive committee, task group, etc.

The Committee May Be Used:

1. To plan a single activity, or a long-time program.
2. To act as an advisory body.
3. To study a particular problem, to promote or publicize a particular event, or to evaluate a particular activity.

Some Advantages:

1. All members of the group may not be capable of carrying out the assignment, or have the time necessary.
2. A variety of different interests can be represented on the committee.
3. Committee work provides a good training ground for potential and future leaders.

Some Limitations:

1. The whole group may be reluctant to accept the suggestions of the committee.
2. Committee members may not be willing to give the time necessary for successful action.
3. It is sometimes difficult to appoint a group of persons who can work well together.

Physical Requirements:

1. Much committee activity takes place in homes or offices of individuals--any area where the group can gather that is large enough to handle the committee, but small enough to make communication efficient. Often a chalkboard or chartstand with writing materials is useful.

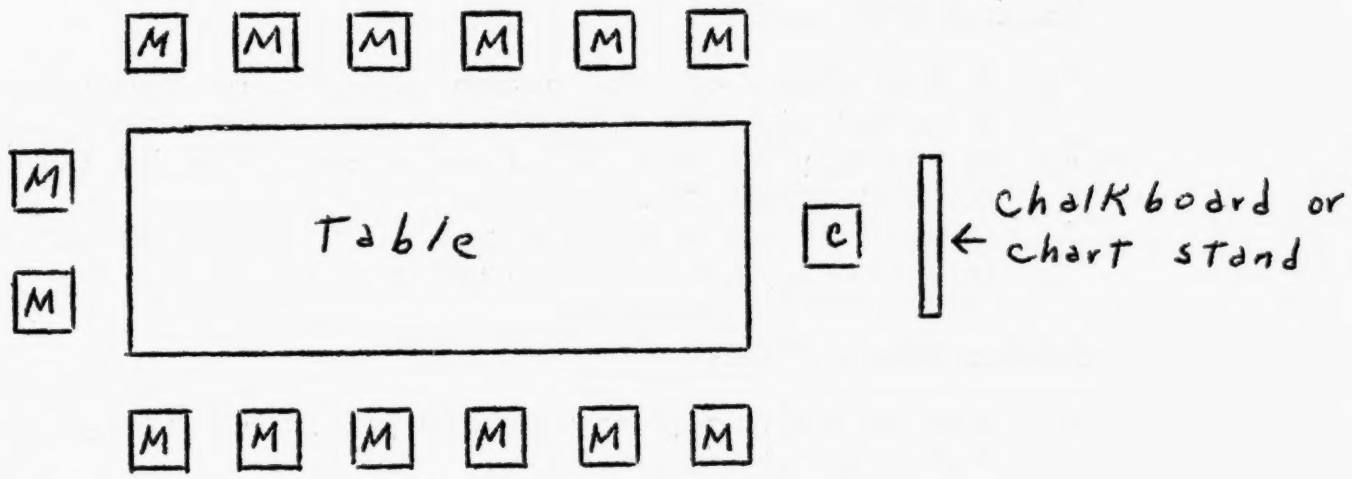
Procedure:

1. The president or officers of a group appoints the committee, or it is elected by the members, depending on the operating procedure of the group.
2. If it is an advisory committee, the committee completes its assignment and reports its findings to the group, which then takes action on the committee report.
3. If it is an action committee, the committee carries out its assignment.
4. The committee is dissolved.

Similar Methods and Techniques:

The committee operates on group discussion procedures.

Physical Arrangement for Committee



C chairman

M Committee Members

Alternative Arrangement: It is not necessary for the committee to be seated around a table, but the table top is very helpful if resource materials are being used. It is necessary that committee members be in a circular arrangement facing each other. Usually a chalkboard or other large recording surface is helpful.

CONFERENCE

A conference is a meeting of people in large or small groups. The participants are usually a close-knit group who consult together in a formal fashion on problems in which they give most serious consideration.

The Conference May Be Used:

1. For a group with a high interest to discuss in depth a rather narrow technical area.
2. To develop plans for promoting some idea.

Some Advantages:

1. Participants usually have a high interest in the area being discussed.
2. Participants usually attend because of their own desires to do so, and are not required to attend or delegated by their local organizations as are participants at institutes and conventions.

Some Limitations:

1. It is hard to predict attendance.
2. Advance arrangements must be made for conference facilities, eating facilities, and housing accommodations.
3. Evaluation of the results is often difficult.

Physical Requirements:

1. An auditorium or other meeting facilities, with adequate seating so that every member of the audience may see and hear in comfort.
2. Eating facilities and housing accommodations.

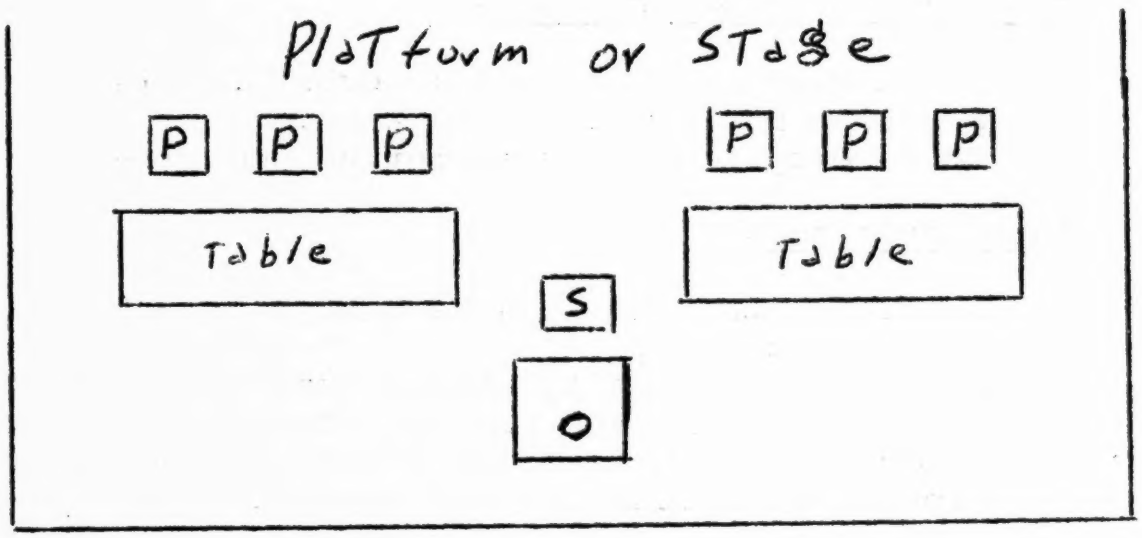
Procedure:

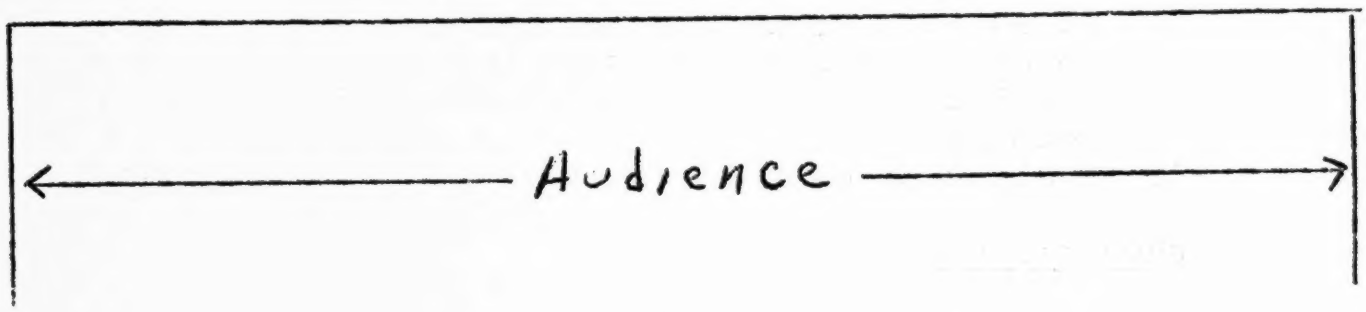
1. Arrangements for physical facilities made well in advance of the conference.
2. Program participants lined up well in advance of the conference.
3. Publicity and promotion to insure attendance.
4. Small group meetings or a combination of general sessions and sub-group meetings.
5. Evaluation and followup as needed.

Similar Methods and Techniques:

Conferences are often structured similar to institutes and conventions, but with a smaller number of participants and with more attention to solving specific problems. The conference may take the form of the clinic which is usually used to diagnose and solve specific problems.

Physical Arrangement for Conference





[S] Speaker

[P] Program Participants

O Microphone

Alternative Arrangements: The arrangement shown here is for the most formal presentations. Other arrangements must be made as the program format is changed..

CONVENTION

A convention is an assembly of people from local groups who are members of a parent organization, either district, state, or national.

The Convention May Be Used:

1. To decide upon policies or platforms, to agree upon candidates, or to plan strategy and promotion.
2. To discuss and consider ideas which may strengthen local and parent organization.

Some Advantages:

1. Gives the individual an opportunity to see and understand the organization of which he is a part.
2. The most practical way to bring together and obtain the thoughts of many groups spread over a wide geographic area, and to obtain concensus of the many local groups making up the organization.

Some Limitations:

1. Considerable advance planning is required.
2. Unless staged effectively the desired results are not obtained.
3. The individual plays a passive role and can often be made to feel insignificant in the total picture.
4. Groups whose ideas are rejected by the organization may go away unhappy.

Physical Requirements:

1. A large auditorium for general sessions with adequate seating so that every member of the audience may see and hear the speakers in comfort.
2. A number of smaller meeting rooms.
3. Eating facilities and rooming accommodations.
4. Transportation to move the participants to and from convention facilities.

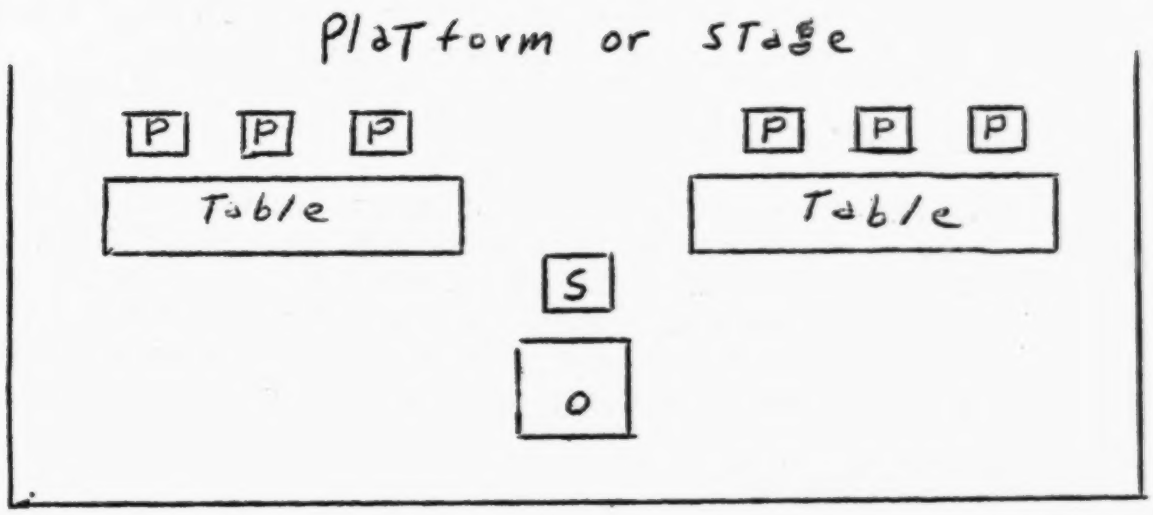
Procedure:

1. Arrangements for physical facilities made well in advance of the convention.
2. Program participants lined up well in advance of the convention.
3. An opening session with a keynote address, and other general sessions.
4. Smaller group sessions of local organizations or delegates with similar specialized interests.
5. Evaluation and followup as needed.

Similar Methods and Techniques:

Conventions are similar to conferences and institutes, but with larger numbers of participants and considerable difference in purpose.

Physical Arrangement for Convention



Alternative Arrangements: The arrangement shown above is for the most formal presentations. Other arrangements must be made as the program format is changed.

DISCUSSION GROUP

A group of persons meet together to discuss informally and deliberate on a topic of mutual concern.

The Discussion Group May Be Used:

1. To develop a nucleus of leadership for community service or informal education.
2. To identify, explore, and seek solutions for problems and to develop plans of action.
3. To change attitudes through discussion and the examination of information.

Some Advantages:

1. Group discussion permits full participation.
2. It can establish consensus democratically.
3. It pools the abilities, knowledge, and experience of all to reach a common goal.

Some Limitations:

1. Group discussion is time consuming, particularly if the group includes persons of widely different backgrounds.
2. A bossy leader or a few members may dominate the discussion.

Physical Requirements:

1. The group is usually seated around a large table (or tables arranged in a rectangle). Face-to-face discussion is essential. An informal and relaxed atmosphere will permit free discussion.

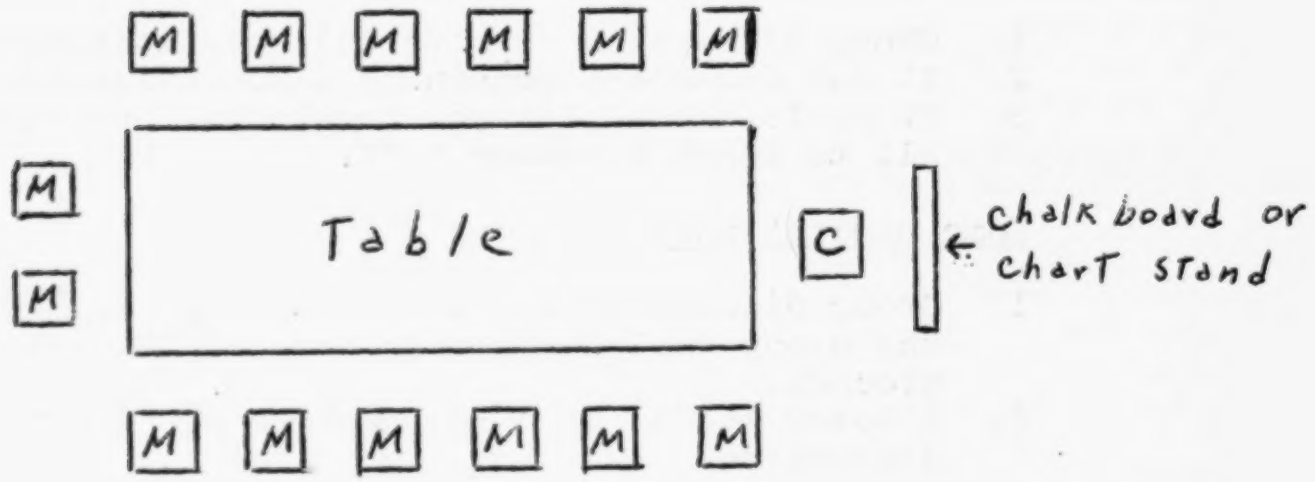
Procedure:

1. Should be governed by the group itself. Generally, the leader will preside and moderate the discussion.
2. A group may meet as long and as often as is necessary and convenient.
3. A change of leaders may be made to utilize special individual abilities. For example, different leaders may be used in the deliberative, planning, and action phases of the group's work.
4. The group may appoint a recorder to keep track of its deliberations and to report on its progress from time to time.

Similar Methods and Techniques:

The discussion group is considered as a specific method, but the discussion technique can be used as the primary or as a supplementary technique in almost all methods if size of the group permits. Twenty is considered about the maximum number of participants in a discussion group.

Physical Arrangement for Discussion Group



C Chairman or Group Leader

M Discussion Group Members

Alternative Arrangements: It is not necessary for a discussion group to be seated around a table, but the table top is very helpful if resource materials are being used. It is necessary that discussion group members be in a circular arrangement facing each other. Usually a chalkboard or other large recording surface is helpful.

DEMONSTRATION

The demonstration is a presentation that shows how to perform an act or to use a procedure. It is often followed by the learner carrying out the activity, under the guidance of the instructor. It is basically a visual presentation, accompanied by oral discussion.

The Demonstration May Be Used:

1. To teach people to carry out a particular task.
2. To show a new technique or procedure.
3. To convince that a new product or procedure has merit.

Some Advantages:

1. Individuals are more likely to believe what they see than what they hear or read.
2. Actual materials or models are used.
3. The pace is flexible and the demonstrator can move at the pace desired by the students, and repeat as necessary.

Some Limitations:

1. Considerable time and often expense can be involved in obtaining necessary materials, and heavy objects are difficult to transport.
2. If small objects are used, there is a strict limitation on the number of people who can adequately observe.
3. If a limited number of materials are available, some members of the group may not be occupied while one individual is going through the process of imitating what they have seen demonstrated.

Physical Requirements:

1. A raised platform or area from which to work with proper lighting that will permit all members of the audience to observe.
2. Necessary demonstration materials.

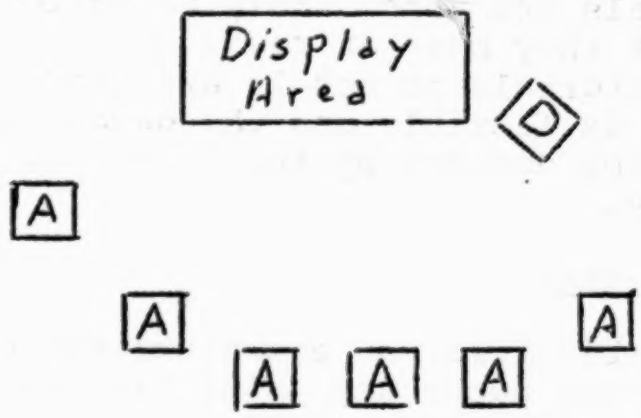
Procedure:

1. Demonstrator lines up all necessary materials, and selects suitable location.
2. Demonstrator presents demonstration. (A commentator may be used to describe the demonstration, or the demonstrator may give the oral portion of the demonstration.)
3. Members of the audience (all or selected members) imitates what has been shown, with help and/or criticism by instructor and fellow students.

Similar Methods and Techniques:

The demonstration described here is technically known as the method demonstration, and is quite different from the result demonstration where a particular practice is observed over a longer period of time. Short demonstrations may be inserted in many types of programs to illustrate or dramatize a particular point.

Physical Arrangement for Demonstration



D Demonstrator

A Audience

Alternative Arrangements: The arrangement shown here is for a small group with a table on which to display the demonstration materials or to conduct the demonstration. The arrangement must be set up to accommodate the specific demonstration, in full view of all members of the audience with the demonstrator to one side. If a commentator is used, he would be placed on the left side of the display area in the above diagram.

FIELD TRIP OR TOUR

A field trip or tour is a carefully arranged event in which a group visits an object or place of interest for first-hand observation and study. The trip can range from a short visit to a single location to one lasting several days and covering several states.

The Field Trip May Be Used:

1. To provide first-hand study of something that cannot be easily brought to the learning group.
2. To stimulate interest and concern about conditions or problems that need study.
3. To illustrate the results of a course of action in its natural environment.
4. To relate theoretical study to practical problems.

Some Advantages:

1. Seeing something in use is usually more meaningful than hearing or reading about it.
2. The practice can be seen in relation to a larger picture, or in a larger environment.
3. Usually has a high entertainment value for the participants.

Some Limitations:

1. Considerable time is required for advance arrangements.
2. There is often uncertainty on the number of participants, making travel arrangements difficult.
3. Schedules are hard to maintain.
4. There are possibilities of injuries to the participants.

Physical Requirements:

1. A meeting or gathering place before the trip begins.
2. Adequate transportation.
3. Suitable arrangements for discussion or other program activities at each stop on the trip or tour.

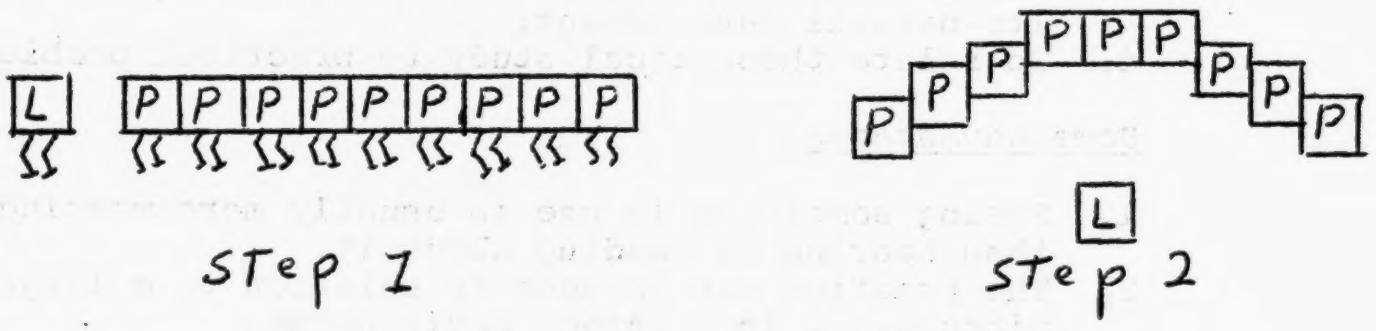
Procedure:

1. Prior to the trip the coordinator makes arrangements with all persons who will be visited, or will be concerned with the visits; sets up schedule, including a pre-run of the tour if necessary; obtains, or prepares, supplementary materials or learning aids.
2. Participants should be told what they will see at each stop, the purpose of each stop, and the amount of time available.
3. After each stop, there should be some review of what has been seen and its significance to the purpose of the learning experience.

Similar Methods or Techniques:

The field trip uses a number of techniques, such as formal lecture and informal techniques such as discussion and question periods.

Physical Arrangement for Field Trip or Tour



L Leader

P participants

Alternative Arrangements: Field trips or tours range from a short class visit to a nearby point of interest to a tour of several states lasting a week or longer. On any extended trip a number of techniques are usually used. All arrangements must be made to fit the particular situation. It is especially important that all participants be able to see and hear what is being viewed or described.

FORUM

The forum is a public assemblage where everyone has a chance to voice his views.

The Forum May Be Used:

To facilitate orderly discussion after the topic has been introduced by a speaker, panel, film, or other technique.

Some Advantages:

1. The forum permits audience participation in a large meeting.
2. It helps the development of opinion by testing ideas under fire.
3. It can contribute to the development of the consensus necessary before action may be taken in the community.

Some Limitations:

1. The success of the forum depends upon the ability of the moderator and the maturity of the audience.
2. Partisan controversy and heated debates may be stimulating, but it often inhibits the development of consensus.

Physical Requirements:

Physical requirements are the same as for any large meeting. The use of assistant moderators stationed in strategic locations in the audience may speed up the process of identifying and recognizing those who want to participate. The use of portable or parabolic microphones greatly improves the effectiveness of the forum in a large meeting.

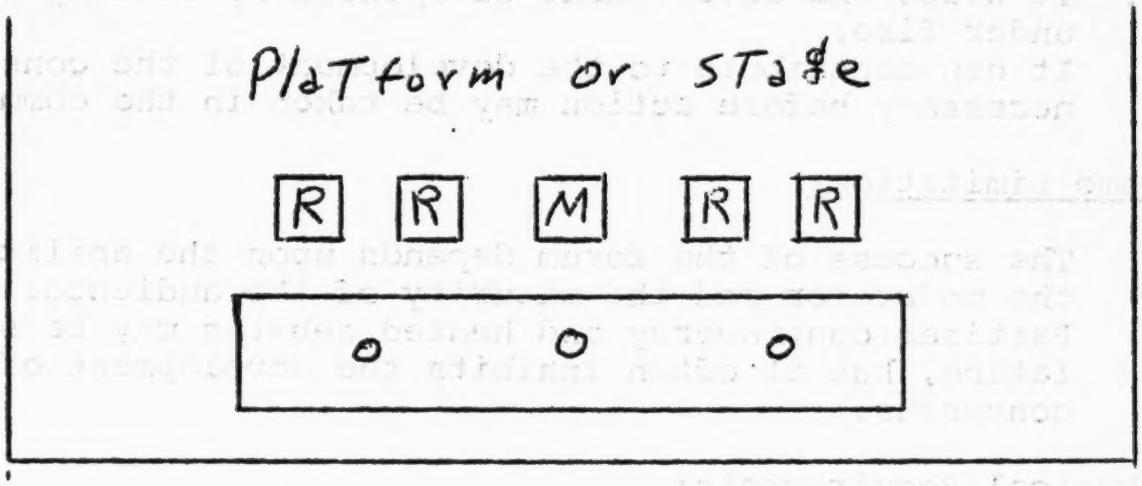
Procedure:

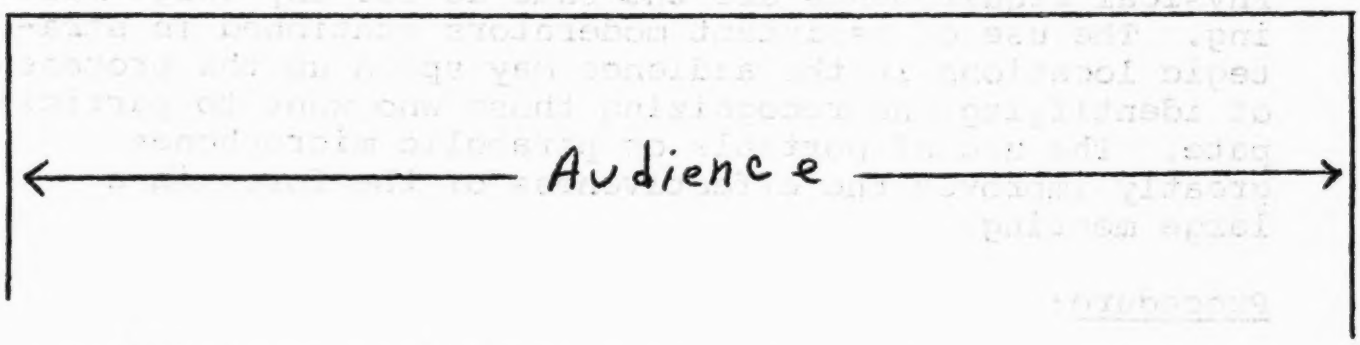
1. After the subject has been introduced and developed by any suitable technique, the moderator will call for questions and comments from the audience. He must rephrase or repeat each question and direct it to a particular speaker or panel member. He must keep the discussion moving and orderly. At intervals he may summarize the arguments.
2. Except in very large meetings, the use of written questions is not recommended.
3. The censoring or "editing" of questions must be avoided at all costs.

Similar Methods and Techniques:

The forum is structured about the same as the question and answer period, but always follows a formal presentation whereas the question and answer period can come at any point in the program. The forum sometimes takes the name of the formal presentation it follows, such as a "film forum."

Physical Arrangement for Forum





M Moderator

R Resource Persons

o Microphones

Alternative Arrangements: In a large group assistant moderators may be stationed throughout the audience.

INSTITUTE

An institute is a training meeting for individuals who are interested in a specific field. It may be a series of sessions lasting one day or less or for several days.

The Institute May Be Used:

1. To bring the participants up to date on new developments.
2. To provide periodic reviews of instruction and in-service training.

Some Advantages:

1. Intensive training in a short period generally free of interruptions.
2. Adults in similar circumstances come to know each other better.
3. All participants can play an active role.
4. A variety of techniques may be used and demonstrated.

Some Limitations:

1. A considerable amount of preplanning is necessary.
2. Facilities must be available for the total group and for subgroups.
3. A time suitable for all expected participants may be difficult to arrange.

Physical Requirements:

1. An auditorium sufficient for general sessions involving all participants, with adequate seating so that every member of the audience may see and hear the speakers in comfort.
2. Smaller meeting rooms for small-group activity.
3. Eating facilities, and rooming accommodations in some cases.

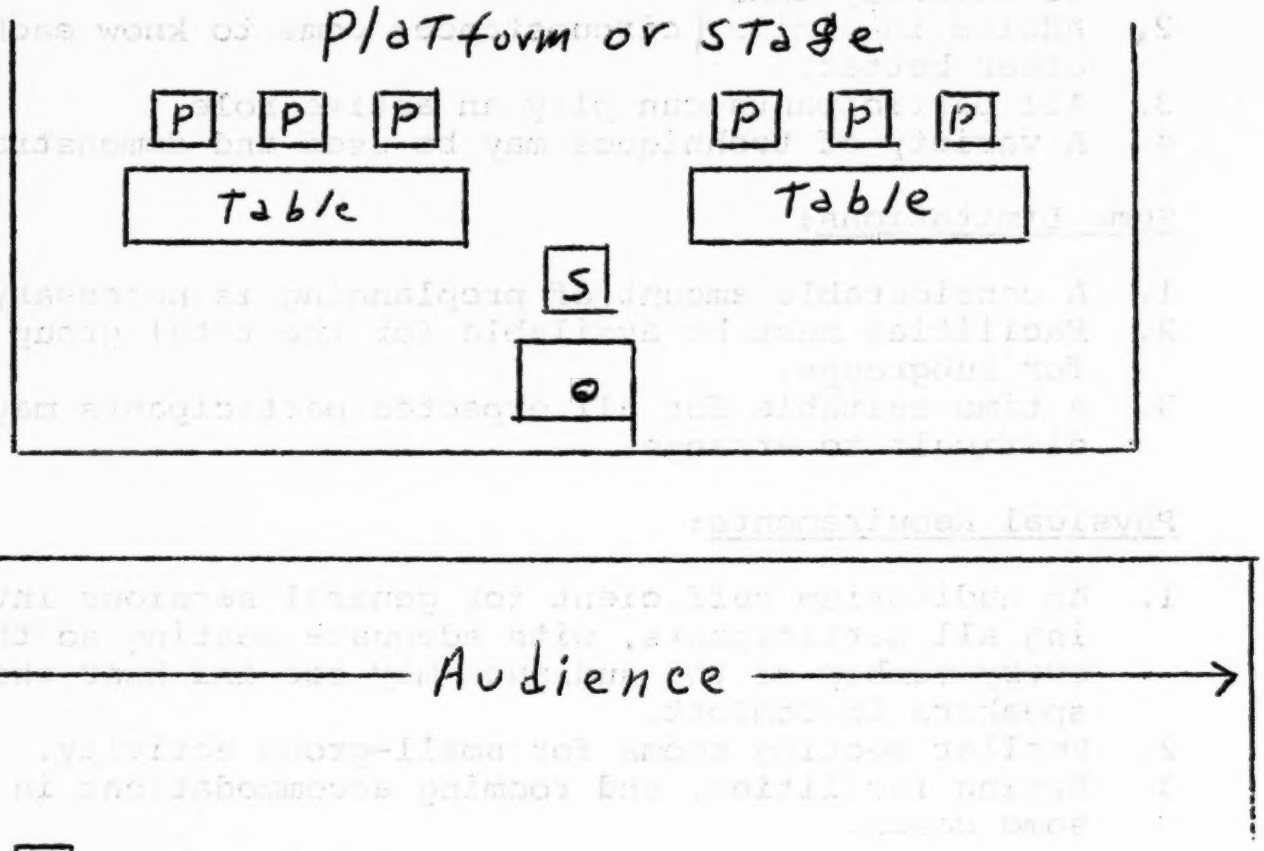
Procedure:

1. Arrangements are made for the various facilities needed.
2. Correspondence and other publicity necessary to insure attendance.
3. An opening session with a keynote address by a competent speaker.
4. A repeat of the general session followed up by small-group sessions.
5. Evaluation and followup as needed, including a printed report and other training materials.

Similar Methods and Techniques:

Course content of an institute is very similar to that of a short course, and in actual practice there is no clear distinction between the use of the two labels. Generally, however, the institute is started and runs continuously to completion while short courses often are scheduled on a number of dates over a period of time. Also, the term institute is more often applied to a meeting of professional workers while the label of short course is applied to sessions planned for lay groups.

Physical Arrangement for Institute



S Speaker

P Program Participants

o Microphone

Alternative Arrangements: The arrangement shown here is for the most formal presentations. Other arrangements must be made as the program format is changed.

INTERVIEW

The interview is a presentation in which one or more resource persons respond to questioning by one or more interviewers.

The Interview May Be Used:

To explore a topic in depth where a more formal presentation is not desired by either resource expert or audience.

Some Advantages:

1. The presentation is less formal than a speech or lecture.
2. The audience is represented by the interviewer.
3. There is some insurance that the discussion will follow the interests of the members of the audience.
4. Many resource persons shy away from formal presentations.

Some Limitations:

1. The role of the audience is basically passive.
2. Interviewer must know the subject, audience desires, and the technique of interviewing.
3. Talking to both audience and the other person or persons making the presentation is sometimes an awkward arrangement.

Physical Requirements:

1. Adequate seating so that every member of the audience may see and hear the speakers in comfort.
2. A platform or stage large enough to hold all participants.
3. Microphones located so all speakers may be heard from where they are sitting.

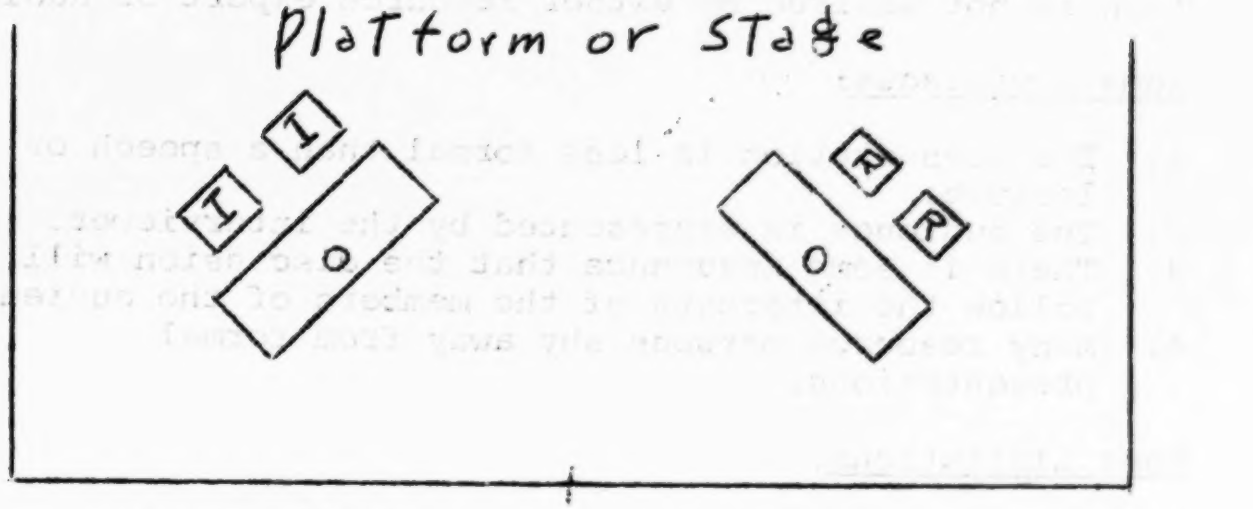
Procedure:

1. The interviewer and resource person discusses the overall topic to be discussed, and agree on the general line of questioning.
2. The interviewer asks the resource person questions designed to explore various aspects of the topic, and improvises questions as the interview progresses.
3. Questions from the audience may be used at the end of the interview.

Similar Methods and Techniques:

The panel and the colloquy have similar seating arrangements, but the interview does not have a separate moderator. Instead, the interviewer serves in this capacity.

Physical Arrangement for Interview



[I] Interviewers

[R] Resource Persons

o Microphones

Alternative Arrangements: All participants may be seated at one large table, but this creates a disadvantage since resource persons and interviewers talk directly with each other and need to face each other as well as the audience.

LECTURE OR SPEECH

A lecture is a carefully prepared oral presentation of a subject by a qualified expert. It is usually rather formal.

The Lecture or Speech May Be Used:

1. To present factual material in a direct and logical manner.
2. To present one point of view on a controversial subject.
3. For accounts of travels or personal experiences.
4. To entertain or inspire an audience.
5. To stimulate thinking and further study on a problem and to open the subject for general discussion.

Some Advantages:

1. It is suitable for audiences of any size.
2. It is easy to organize.
3. Some people can learn more easily by listening than by reading.

Some Limitations:

1. Good speakers informed on subjects of interest to your group may be hard to find. Experts are not always good speakers.
2. The role of the audience is passive.
3. Its effect on the audience is difficult to gauge. Feedback is limited.
4. Only one side of a question is presented with little chance for challenge or rebuttal.

Physical Requirements:

1. Adequate seating so that every member of the audience may see and hear the speaker in comfort.
2. A stage or a slightly raised platform and a speakers' rostrum.

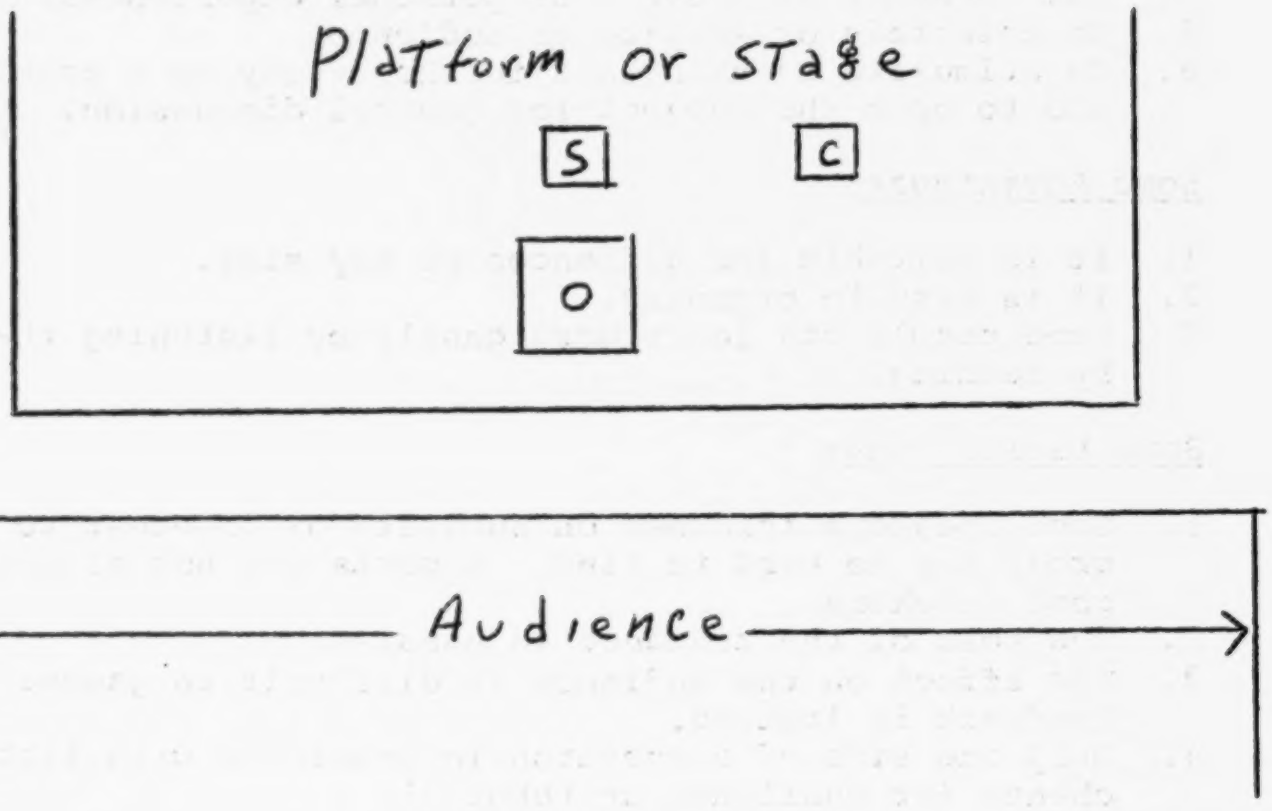
Procedure:

1. The chairman should introduce the speaker to the audience with brief remarks as to his position, his experience, or special qualification for this particular appearance.
2. If visual aids such as films, slides, maps, charts, etc. are to be used, they should be appropriate to the subject, to the audience, and so used as to heighten audience interest, not distract their attention.
3. At the conclusion of the prepared lecture the chairman should thank the speaker, and call for question period, discussion, or whatever has been planned as followup.

Similar Methods and Techniques:

Other techniques that are mainly formal stage presentations are panel, colloquy, forum, and interview. These are all often followed by question or discussion periods.

Physical Arrangement for Lecture or Speech



C Chairman

S Speaker

O Microphone

Alternative Arrangement: If there is more than one speaker they are often seated behind a table. Also, lectures are often given from a sitting position behind a desk or table.

LISTENING TEAM

A listening team listens, takes notes, and questions or summarizes at the close of a presentation. The team is often thought of as the representatives of the audience and is created to provide interaction between speaker and audience.

The Listening Team May Be Used:

1. To take notes and question a formal speaker or symposium participant.
2. To listen, evaluate and question a group participating in informal discussion.

Some Advantages:

1. The team identifies the issues, questions, problems and opinions developed by the participants.
2. The summary or repetition at the end of a presentation aids recall of the important points presented.
3. There is audience participation or representation in formal situations.

Some Limitations:

1. Persons selected for the team must be quite knowledgeable of the subject being discussed, with no biases or axes to grind.
2. The team may not represent or accurately reflect the views of the majority of the audience.

Physical Requirements:

1. Adequate seating so that every member of the audience may see and hear the speakers in comfort.
2. A stage or platform large enough to hold all participants.
3. Seats and table for writing near the speaker.
4. Microphones located so all speakers may be heard from where they are sitting.

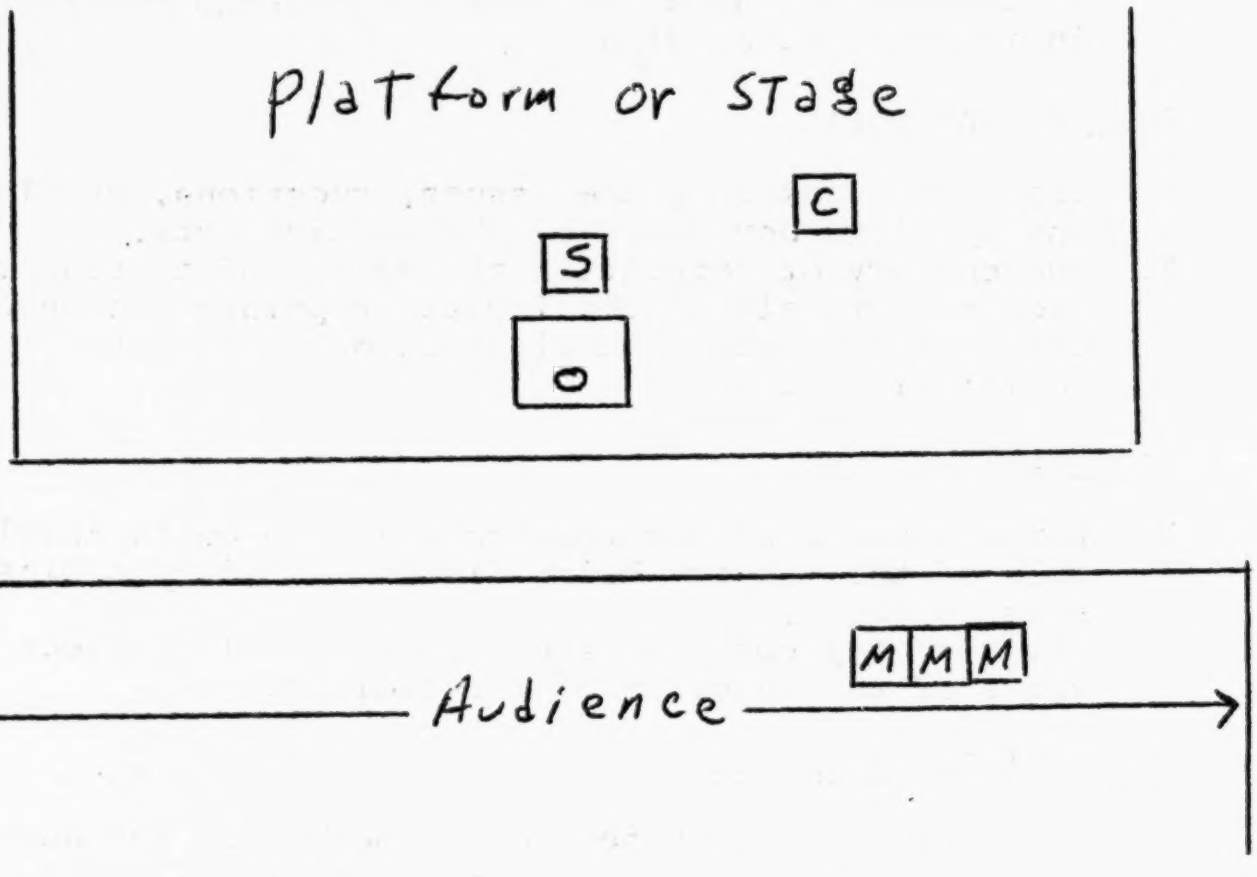
Procedure:

1. The procedure is discussed by speaker and other participants.
2. The listening team is selected and given instruction as to their role as a listening team.
3. The audience is told of the listening team and its function.
4. Team members individually take notes during the presentation.
5. The listening team reports.

Similar Methods and Techniques:

The structure of the listening team is similar to the reaction team, but the listening team participates only after the conclusion of the formal speeches or other presentation, while the reaction team may interrupt the speaker at any time.

Physical Arrangement for Listening Team



C Chairman

S Speaker

M Members of Listening Team

Alternative Arrangements: If there is more than one speaker they are often seated behind a table, or in chairs on the stage. Also, the listening team may be seated on the platform, and a whole block of the audience may be named as a listening team.

PANEL

The panel is a group of four to eight persons with a special knowledge of the subject holding an orderly conversation on an assigned topic in full view of the audience.

The Panel May Be Used:

1. To identify and explore a problem or issue.
2. To give the audience an understanding of the various parts of a problem.
3. To weigh the advantages and disadvantages of a course of action.

Some Advantages:

1. The panel establishes informal contact with the audience.
2. Frequent changes of speaker and viewpoint which interest audience and stimulate discussion.

Some Limitations:

1. The panel may not cover all aspects of the problem or may over-emphasize one aspect.
2. The subject may not be considered in logical order.
3. Extreme difference of opinion among the panel may block progress toward a solution.
4. To keep the discussion moving may require a skilled moderator.

Physical Requirements:

1. Adequate seating so that every member of the audience may see and hear the speakers in comfort.
2. A stage or platform large enough to seat the panel in comfort along a table facing the audience.
3. Microphones located so all speakers may be heard from where they are sitting.

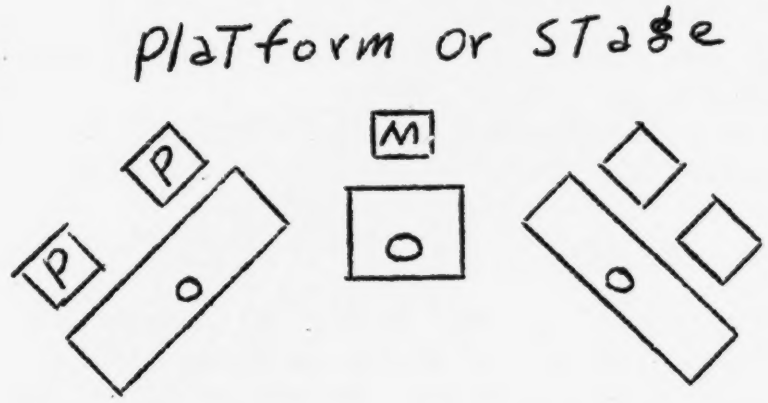
Procedure:

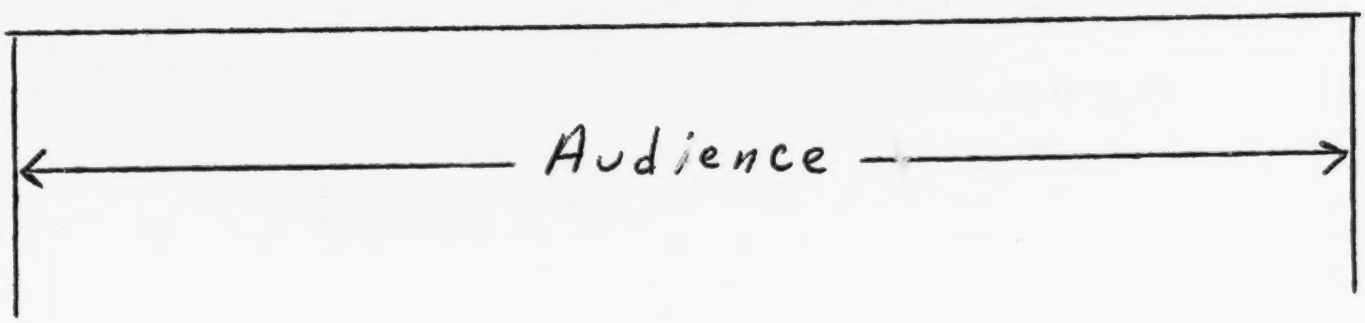
1. The panel members are introduced by the moderator. Each may make a short statement (not more than five minutes) before the exchange of ideas and comment begins.
2. The panel may be used to develop a subject introduced by a film or short lecture. It may be followed by a forum in order to broaden discussion and involve the audience.

Similar Methods and Techniques:

The panel is often confused with the symposium. The difference is that the panel members carry on a dialogue among themselves after a short presentation while in the symposium the entire presentation is made up of formal statements from the participants. The panel differs from the colloquy in that all panel members are resource people from outside the group while half the colloquy members come from the audience.

Physical Arrangement for Panel





M Moderator

P Panel Members

O Microphones

Alternative Arrangements: All participants may be seated at one large table, but this creates a disadvantage since panel members talk directly with each other and need to face each other as well as the audience.

QUESTION PERIOD

The question period is an organized follow-up session to a formal presentation in which members of the audience direct questions to the program participants.

The Question Period May Be Used:

1. To get the total audience involved in the activities.
2. To call for clarification of points made in the formal presentations.
3. To give members of the audience an opportunity to ask for information of interest to them and not covered by the speakers.

Some Advantages:

1. Provides a feedback link between speakers and audience in presentations, and provides for some audience participation.
2. Gives a reflection of audience agreement with the speakers.
3. Encourages the members of the audience to pay close attention to the remarks of the speakers.
4. Psychologically it is good for the members of the audience to know they have the opportunity to participate, but do not have to do so.

Some Limitations:

1. If the group is large, even with portable microphones, it is physically difficult to handle questions and answers so all can hear.
2. Time for the question and answer period is usually limited, and it is often treated as an incidental part of the overall program.
3. The period comes at the close of the session when audience members are often tired or anxious to adjourn the meeting.
4. A few members of the audience may dominate the discussion.
5. Many members are timid and will not participate in such a meeting.

Physical Requirements:

1. Roving or portable microphones if the group is large.
2. Writing materials if questions are to be submitted in written form.

Procedure:

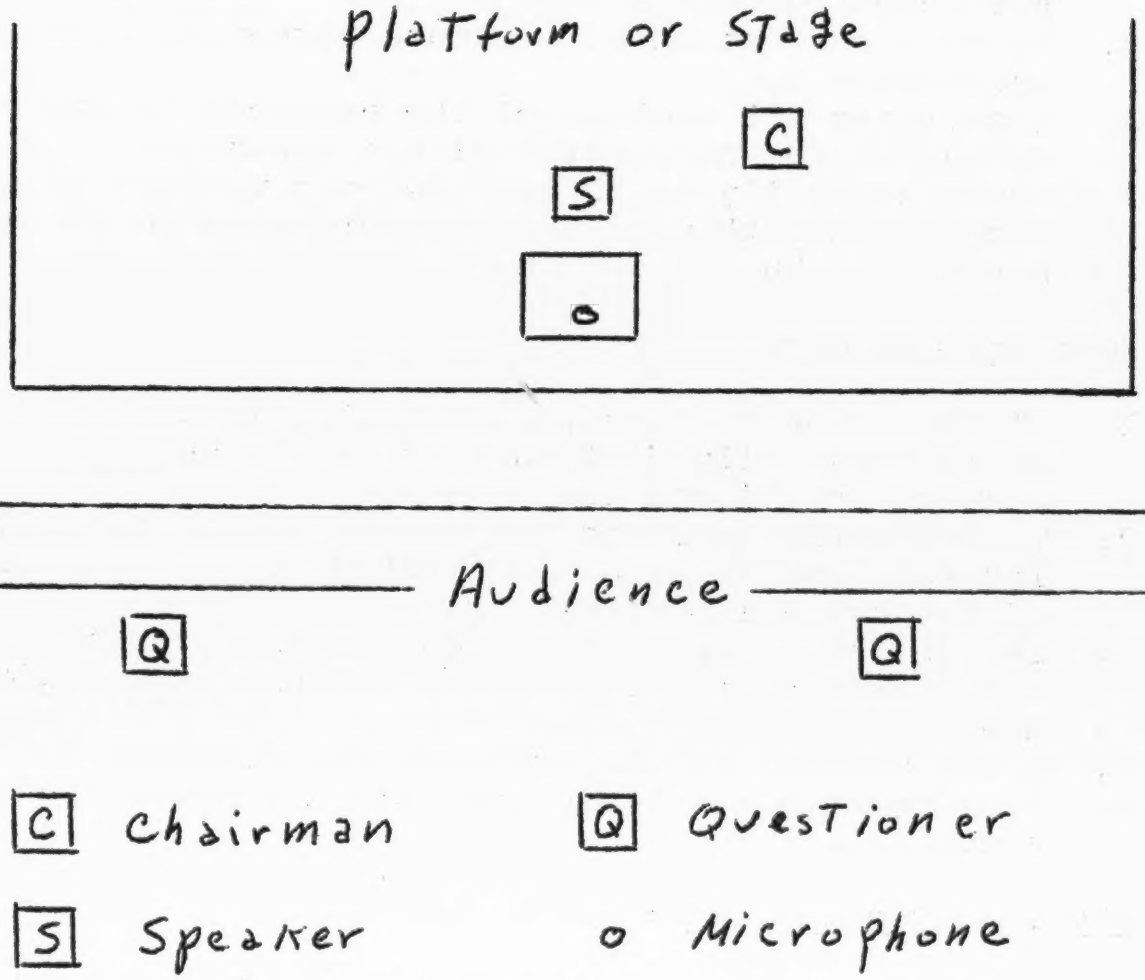
1. Program director discusses with program participants to secure approval for question period.

2. Chairman or moderator informs audience that question period will be used and explains the procedure, before the formal presentations.
3. Floor men move roving microphones around, or collect written questions and carry to chairman or moderator.
4. Either chairman or speaker reads or repeats the question (if necessary) and speaker responds.

Similar Methods and Techniques:

The question and answer period is handled very much like an audience reaction team, a listening team, or a forum. It can be used in a wide variety of situations, following such formal presentations as lecture or speech, interview, panel, symposium, and as a part of the program of conventions, conferences, and short courses. Also, question periods may be scheduled at times other than at the end of a formal presentation, as discussed here.

Physical Arrangement for Question Period



Alternative Arrangements: The diagram shown here is for a question period following the lecture or speech. The arrangement would be different for other types of presentations. Also, in large groups portable microphones may be handed to the questioner, or the questioner may move to a microphone located in an aisle.

ROLE PLAYING

In role playing some members act out a real-life situation in front of the group. There is no script, no set dialogue, and they make up their parts as they go along. The group then discusses the implications of the performance to the situation or problem under consideration.

Role Playing May Be Used:

1. To examine a delicate problem in human relations.
2. To explore possible solutions to an emotion-laden problem.
3. To provide insight into attitudes differing sharply from those of the participants.

Some Advantages:

1. A dramatic way of presenting a problem and stimulating discussion.
2. It can provide clues to possible solutions and explore them without the dangers inherent in a real-life trial and error approach.
3. It gives the players a chance to assume the personality of another human being--to think and act like him.

Some Limitations:

1. Some people may be too self-conscious or too self-centered to act successfully in role playing. Others may be shy and fear being made "ridiculous" before the group.
2. Role playing before large audiences is less effective because of the psychological effect of the large group upon the players.

Physical Requirements:

A room large enough to provide seating so that all members of the group may see the action. No stage or platform is necessary with groups of 30 or less. Costumes or elaborate props are not necessary.

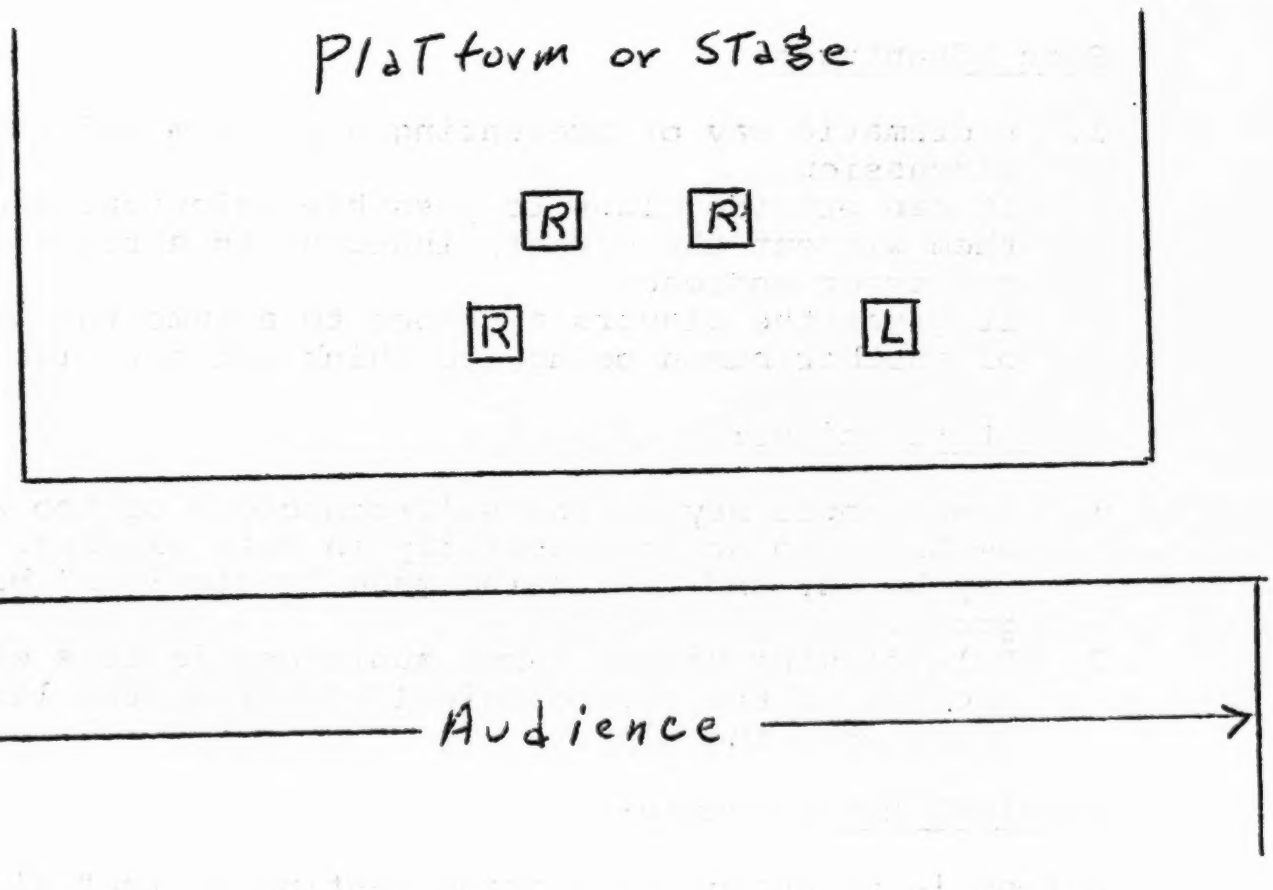
Procedures:

1. The problem or situation is clearly defined by the group before role playing begins, and the scene is set by the group leader with the assistance of the group.
2. Players should be selected just before role playing begins and not warned in advance, although a brief warm-up period may be necessary to throw off self-consciousness and get in the spirit.
3. The leader should allow the action to proceed only so long as it is contributing to understanding (usually five to ten minutes).
4. After discussion, a second set of actors may be chosen and the scene replayed.

Similar Methods and Techniques:

Role playing is staged in about the same manner as the dramatic skit. The primary difference is that in the skit parts are assigned in advance and it is rehearsed before presentation before the group. In role playing there is no advance preparation and all is spontaneous. Role playing dealing with problems of a social nature is sometimes called a sociodrama.

Physical Arrangement for Role Playing



[L] Leader

[R] Role players

Alternative Arrangements: The action need not take place on a platform or stage--it can be at any place that fits into the facilities being used. Also, the diagram does not show any furniture or other properties; simple stage properties often add effectiveness to the presentation.

SEMINAR

The seminar is a group of persons engaged in specialized study led by a recognized authority in the subject being studied. It may be a single session or a series of sessions.

The Seminar May Be Used:

To study a subject in depth under the guidance of an authority.

Some Advantages:

1. A recognized authority is available to guide discussion and to assist the learners.
2. Detailed and systematic discussion and inquiry can take place.
3. All members of the group have the opportunity to participate, over time, in the discussion and in formal presentations.

Some Limitations:

1. It may be difficult to find the right person to direct the seminar.
2. Members may not want to spend all the time required for preparation of reports.
3. The presence of an expert may inhibit participation of some members.
4. It may be difficult to find all the source materials desired.

Physical Requirements:

If the group is not too large, it is best to have the participants arranged around a conference table. If the group is too large or if such arrangements are not possible, the chairs should be arranged in a semicircle to facilitate group discussion.

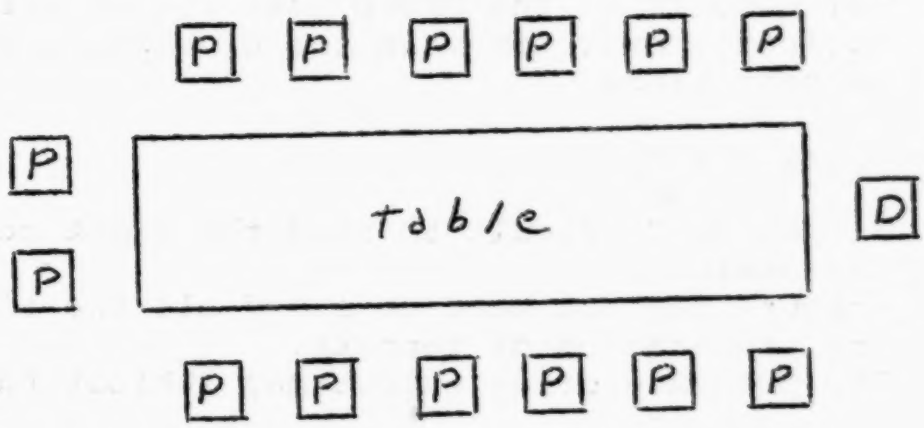
Procedure:

1. Responsibilities for the giving of reports are assigned, and these are prepared in advance of the seminar.
2. Reports are made, including the use of visuals and written handouts, if needed.
3. All participants discuss the report, and question the reporter.
4. Evaluation and followup as needed.

Similar Methods and Techniques:

With the exception of the formal reporting, group discussion is the technique most often employed in a seminar. In some respects the seminar is similar to the institute or workshop. A usually distinguishing feature is that all seminar participants may be assigned formal participation roles.

Physical Arrangement for Seminar



D Director

P Participants

Alternative Arrangements: If the group is too large, or a conference table is not available, the seminar participants should be seated in a semi-circle.

SHORT COURSE

Short courses are periods of intensive training on some specific subject, usually more simple and less concentrated than that which is taken for college credit, but containing more depth than the single meeting.

Short Courses May Be Used:

1. To give special groups additional learning in specific areas.
2. To bring specific groups up to date on technical information.

Some Advantages:

1. All attending have a special interest in the area being covered.
2. They can be held at locations away from the college campus.
3. There is considerable flexibility in their scheduling (all day for one day, each Monday night for one month, etc.); and at a time of the year most suitable to the participants and not conforming to an institutional schedule.

Some Limitations:

1. A considerable amount of advanced arranging is required.
2. The number of participants is usually not known in advance.
3. Weather and other external factors can influence attendance.
4. Students come to the short course with a variety of levels of knowledge and skills, making it difficult to pitch the course at a level suitable to everyone.

Physical Requirements:

1. An auditorium or other meeting facilities.
2. Audio-visual equipment as needed.

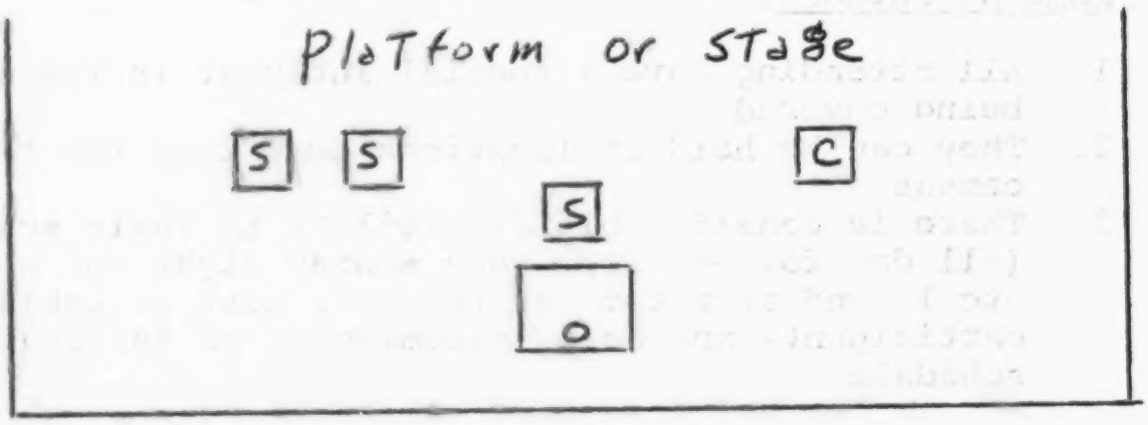
Procedure:

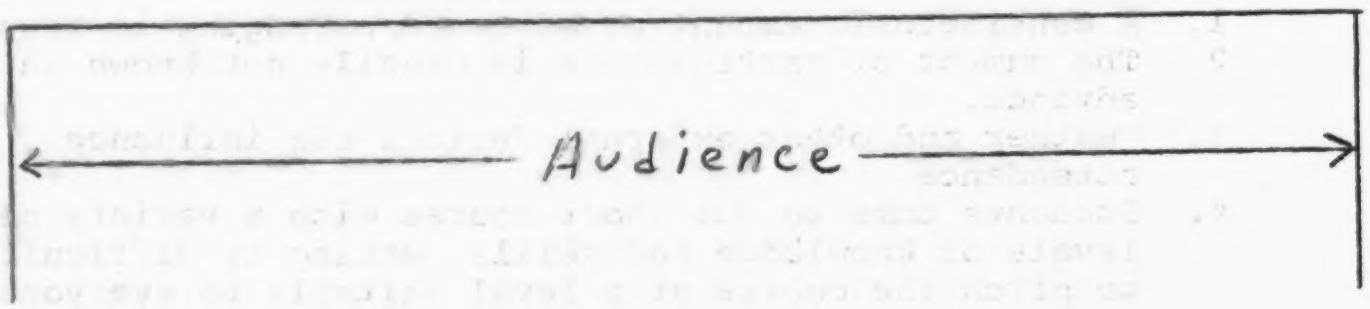
1. Arrangements for physical facilities made well in advance of the short course.
2. Program participants lined up well in advance of the short course.
3. Publicity and promotion to insure attendance.
4. General sessions or a combination of general sessions and sub-group meetings.
5. Evaluation and followup as desired.

Similar Methods and Techniques:

Short courses are arranged and structured similar to conferences and conventions, and course content is very similar to that of an institute. In actual practice there is no clear distinction between the use of the two labels. Generally, however, the institute is started and runs continuously to completion while short courses often are scheduled on a number of dates over a period of time. Also, the term institute is more often applied to a meeting of professional workers while the label of short course is applied to sessions planned for lay groups.

Physical Arrangement for Short Course





C Chairman

S Speakers

o Microphone

Alternative Arrangement: Short courses usually combine formal presentations, as diagrammed here, with a variety of sub-group activities and other techniques.

SKIT

The skit is a short, rehearsed dramatic presentation involving two or more persons. It usually is acted from a prepared script and dramatizes an incident which illustrates a problem or situation.

The Skit May Be Used:

1. To introduce a topic for discussion.
2. To highlight a situation already introduced in a talk or film and to show its application to the community or to the group.

Some Advantages:

1. It awakens lively interest and stimulates discussion.
2. It personalizes a situation and promotes emotional involvement in the problem by the audience.
3. It demands active particpation by a few.

Some Limitations:

1. There is danger of over-acting.
2. Costumes and props should be kept to a minimum, but time is required for obtaining necessary materials.
3. Inappropriate humor and irrelevant action must be avoided.

Physical Requirements:

1. The skit should be played in a part of the stage in full view of the audience, but should not disrupt the setting for the rest of the meeting.
2. Shifting of furniture or scenery should be kept to an absolute minimum, but some may be necessary.

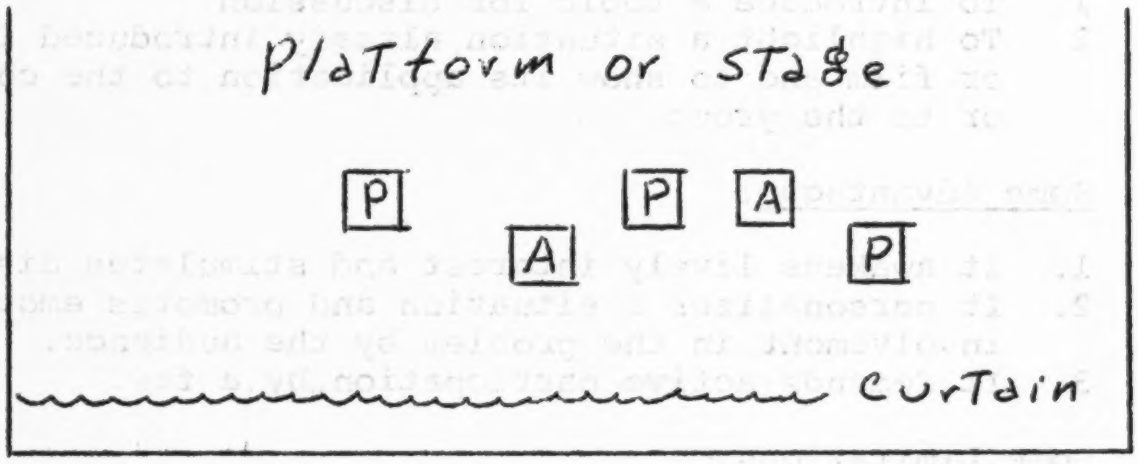
Procedure:

The skit may be used at any point in the program. It may precede or follow a lecture or film, symposium or panel, but should come before the discussion period. Two or more skits may be used (if so, they should be very short) to illustrate different approaches to a problem or "before" and "after." They may be given in succession or at different points in the program.

Similar Methods and Techniques:

The skit is staged in about the same manner as role playing. The primary difference is that parts are assigned in advance for the skit and it is rehearsed before presentation before the group.

Physical Arrangement for Skit



A Actors

P Properties

Alternative Arrangements: The skit is a dramatic presentation, rehearsed, with necessary stage properties, usually presented on a stage or platform. However, it can be presented in other suitable locations.

SYMPOSIUM

A symposium is a series of prepared speeches given by two to five experts on as many aspects of a problem as there are speakers. The talks should be short and to the point (10 to 25 minutes each).

The Symposium May Be Used:

1. To present new material in a concise and logical way.
2. To present several objective viewpoints to give an impartial treatment to the subject under consideration.
3. To give a fair analysis of several sides of a controversial issue.
4. To clarify aspects of a complex problem and to show the relation of the parts to the whole.

Some Advantages:

1. Allows for several points of view.
2. More comprehensive coverage of the subject is possible.
3. Short speeches prevent lengthy digressions and keep the audience alert.
4. The program doesn't sink or swim with the performance of one speaker.

Some Limitations:

1. The symposium is quite formal.
2. The role of the audience is passive.
3. There is little opportunity for discussion between the speakers.

Physical Requirements:

1. Adequate seating so that every member of the audience may see and hear the speakers in comfort.
2. A stage or platform large enough to seat the participants in comfort facing the audience.

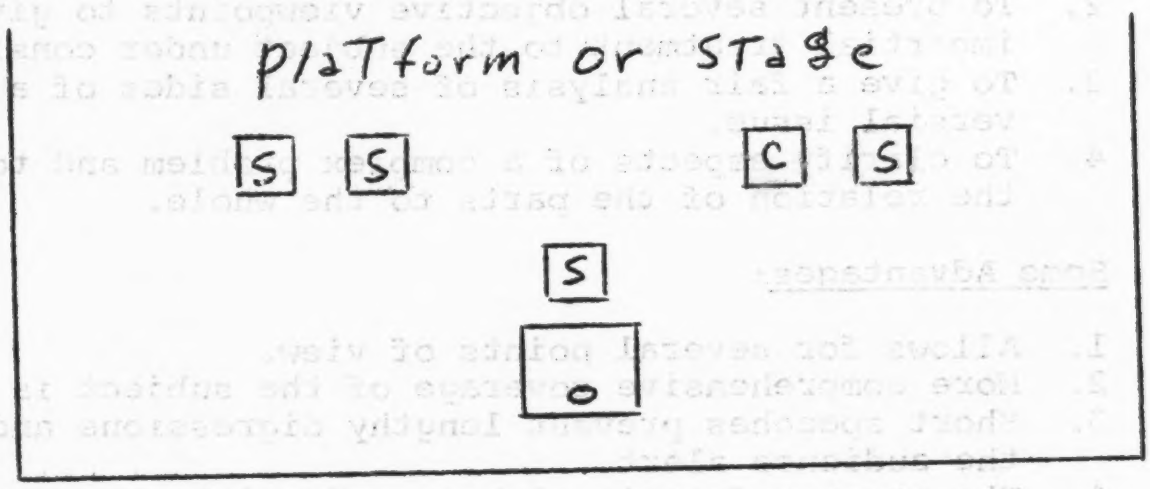
Procedure:

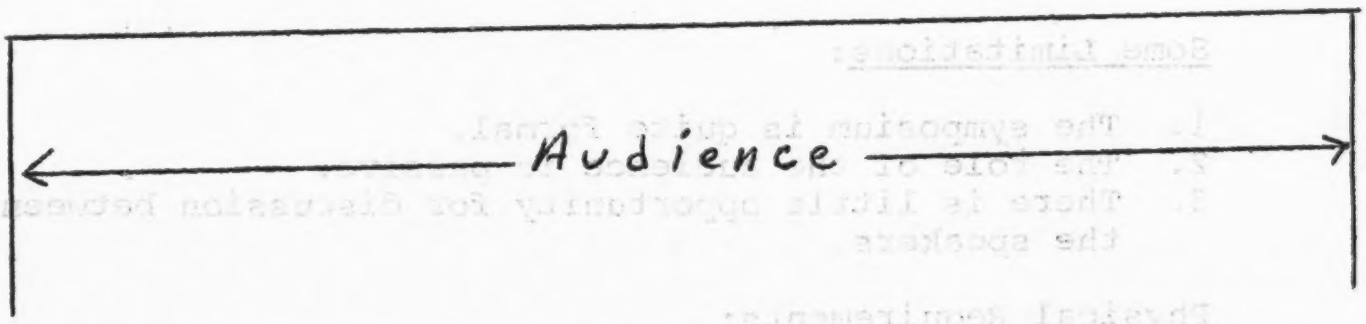
1. The chairman introduces each speaker with a few brief remarks at the beginning of the program or before each rises to speak.
2. There may be a short question period after each talk or questions may be reserved for a discussion period.
3. A short period may be allowed for exchange of questions and comments between the speakers and the discussion period.
4. Evaluation and followup as necessary.

Similar Methods and Techniques:

The symposium, like the panel, has more than one speaker, but the symposium is more formal and there is not the dialogue between speakers as with the panel.

Physical Arrangement for Symposium





C Chairman

S Speakers

o Microphone

Alternative Arrangements: The chairman and speakers may be seated behind one or two tables while awaiting their turn on the program. Also, in some situations the speakers may wish to speak while seated.

WORKSHOP

The workshop is a group (10 to 25 persons) sharing a common interest or problem meeting together to improve their individual proficiency, to solve a problem, or to extend their knowledge of a subject through intensive study, research, and discussion.

The Workshop May Be Used:

1. To identify, explore, and seek solution of a problem.
2. To permit extensive study of a situation including its background and social or philosophical implications.

Some Advantages:

1. Provides the opportunity for preparation for specific vocational, professional, or community service functions.
2. Permits a high degree of individual participation.
3. Provides for group determination of goals and methods.

Some Limitations:

1. Requires a lot of time from participants and staff.
2. Requires a high proportion of staff to participants.
3. May require special facilities or materials.
4. Participants must be willing to work both independently and cooperatively.

Physical Requirements:

1. A room large enough to provide comfortable seating for all around a large table (or tables arranged in a rectangle) with extra space for use of resource materials.
2. Library or other resource materials for research.
3. Chalkboard or other devise for recording ideas and notes.

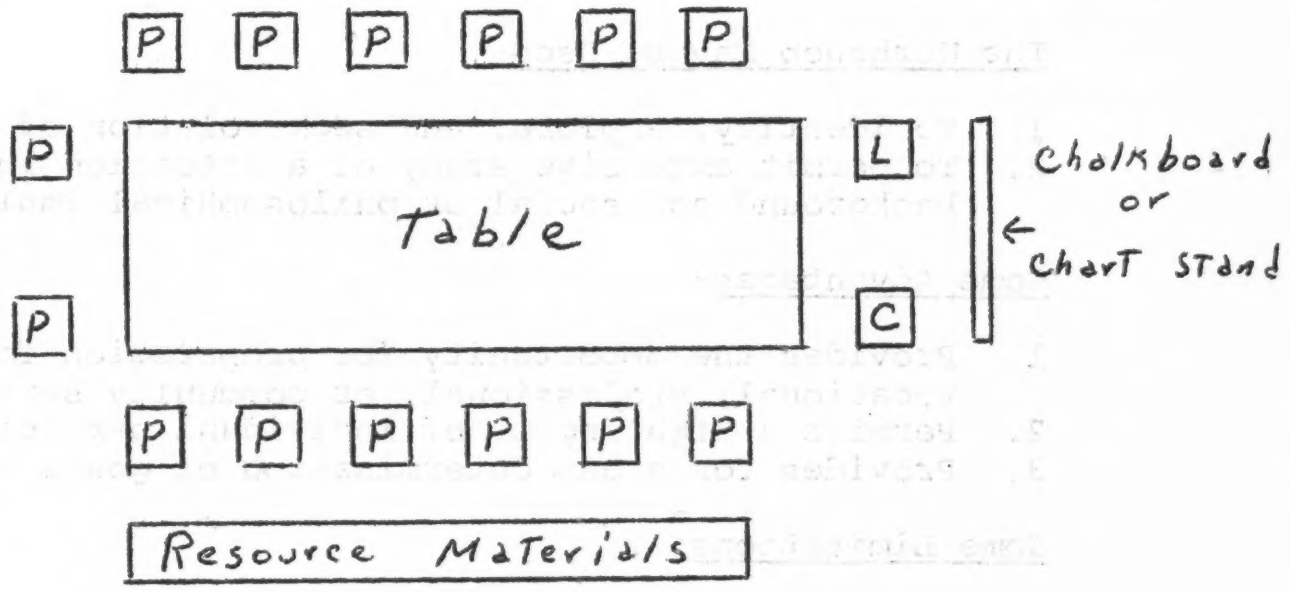
Procedure:

1. Arrangements for physical facilities made well in advance of the workshop.
2. Resource persons and resource materials lined up well in advance.
3. Workshop is conducted.
4. Evaluation and followup as needed.

Similar Methods and Techniques:

The workshop is structured similar to clinics and institutes. A series of short workshops on related problems may be incorporated into the program of a convention, institute, short course, or conference.

Physical Arrangement for Workshop



L Leader

C Consultant

P Workshop Participants

Alternative Arrangements: If the group is too large or if a large conference table is not available, the group should be arranged in a semi-circle.

SOME ADDITIONAL METHODS, TECHNIQUES AND DEVICES

IN ADULT EDUCATION

1. Person-to-person or Individual:

Apprenticeship
Correspondence course
Directed individual study
Home visit
Library services
Office call
Personal letter

2. Audio-visual devices

Chalkboard
Film
Filmstrip
Flannelboard
Flip chart
Opaque projector
Overhead projector
Photograph and drawing
Recording and playback devices
Slides
Video tape

3. Extensive methods and mass media

Bulletin board
Circular letter and other direct mail
Exhibit
Magazine
Newspaper
Poster
Publications
Radio
Television

HOW TO SELECT METHODS AND TECHNIQUES

The selection of the particular methods and techniques to be used at any one time should be determined by:

1. The Character of the Subject--
   a. Is direct information needed?
   b. Are there different points of view to be presented?
   c. Is this a controversial subject which will stimulate discussion?

2. Available Leadership--
   a. Who can be called upon as speakers, panel members, discussion leaders?
   b. How can the membership be involved?

3. Available Facilities--
   a. Does the room lend itself to formal or informal use?
   b. How can the setting be adapted to facilitate discussion?
   c. Is equipment available? -- moving picture projector, loud speaker system, chalkboards, visual aids, etc.

4. The Character of the Audience--
   a. How many do you expect to attend?
   b. What is the level of education, age spread, occupational background, and general interest of the group?

On the following page the 24 methods and techniques discussed here have been placed into 15 categories based on purpose, program objectives, and general requirements. The X's under each column heading indicate that these activities are the ones most often used for this purpose, or are thought most useful to enable you to accomplish the particular objective. However, the absence of an X does not mean that an activity cannot be used for a particular purpose, and of the several items checked it does not indicate that all are equally good for a particular purpose. Although there is some lack of preciseness in designating an activity for a particular purpose, this system of categorizing does have merit and the statement that some methods and techniques work better than another in a given situation is worthy of consideration when methods and techniques are being selected.

	For large groups	Small group tech.	One point of view	Several viewpoints	Audience represented	Visualized	Carry on dialog	Aid to communication	Stimulate creativity	Change attitudes	Problem solving	Program planning	Detailed study	After formal present.	Experts needed
Aud. React. Team	X			X	X			X						X	
Brainstorming		X		X					X						
Buzz Session		X		X			X				X				
Case Study		X								X	X		X		
Colloquy	X			X	X		X								
Committee		X					X			X	X	X	X		
Conference	X										X	X			
Convention	X			X											
Discussion Group		X		X			X			X	X	X			
Demonstration						X				X					X
Field Trip or Tour						X				X					
Forum	X													X	
Institute	X												X		X
Interview	X						X	X							X
Lecture or Speech	X		X												X
Listening Team	X			X				X						X	
Panel	X			X			X								
Question Period				X	X		X	X						X	
Role Playing				X			X		X	X	X				
Seminar		X									X		X		X
Short Course													X		X
Skit			X				X								
Symposium	X			X											X
Workshop		X					X			X	X		X		X

A NOTE ON DEFINITIONS

Across the field of adult education there is not full agreement on the terminology used in describing the methodology used in instruction. There appears to be general agreement on the following major classification:

> METHOD is the relationship or link between institution or agency conducting the educational program and the student or participant involved in the program.
>
> TECHNIQUE is the relationship established by the individual agent or teacher and the way in which he arranges the relationships of learners and resources to assist the learners in the learning situation.

Disagreement comes when there is an effort to place a particular activity into this classification.

A secondary level of classification consists of subtechniques, devices, educational aids, instructional materials, and communication media, used in various ways from time to time.

In group activity, broad terms such as meeting, classroom, and community development are sometimes labeled as methods. Some educators attempt to avoid the pitfalls of definition by calling the methodology of adult education processes, procedures or activities. (Note that the term activity has been used several times in this publication.)

Another classification concerns the size of the group to be reached. Of the 24 methods and techniques considered in this booklet, the following might be called large-group activities: audience reaction team, colloquy, conference, convention, forum, institute, interview, lecture or speech, listening team, panel, and symposium. Buzz groups and committees represent efforts to apply small-group techniques to large groups to enhance the learning situation.

On the assumption that the practitioner is concerned more with the effective use of a tool than with its theoretical classification, no particular effort has been made to label or identify the 24 activities described in this booklet further than to call them methods and techniques--two terms, although used interchangeably by the agents of adult education, and also by textbook authors, are generally understood by the educators of adults.

SUGGESTED ADDITIONAL READING

Adult Education Association. How to Lead Discussions. (Leadership Pamphlet No. 1) Chicago: Adult Education Association, 1956, 48 pp.

Adult Education Association. How to Use Role Playing. (Leadership Pamphlet No. 6) Chicago: Adult Education Association, 1956, 48 pp.

Adult Education Association. Conducting Workshops and Institutes. (Leadership Pamphlet No. 9) Chicago: Adult Education Association, 1956, 48 pp.

Adult Education Association. Conferences That Work. (Leadership Pamphlet No. 11) Chicago: Adult Education Association, 1956, 48 pp.

Aker, George F. Adult Education Procedures, Methods and Techniques (A bibliography). Syracuse, New York: The Library of Continuing Education at Syracuse University, 1965, 163 pp.

Bergevin, Paul E.; Morris, Dwight, and Smith, Robert M. Adult Education Procedures. Greenwich, Conn.: Seabury Press, 1963, 245 pp.

Carpenter, William L. A Guide to Better Meetings. Raleigh, North Carolina: North Carolina State University, Agricultural Communications Leaflet No. 6, 1967.

Gulley, Halbert E. Discussion, Conference and Group Process. New York: Holt, 1960, 388 pp.

Hill, Richard J. A Comparative Study of Lecture and Discussion Methods. (Studies in Adult Group Learning in the Liberal Arts) White Plains, New York: Fund for Adult Education, 1960, 153 pp.

Morgan, Barton; Holmes, Glen, and Bundy, Clarence. Methods in Adult Education. Danville, Illinois: Interstate Printers and Publishers, 1960, 180 pp.

Solomon, Daniel, and Miller, Harry L. Exploration in Teaching Styles. Chicago: Center for the Study of Liberal Education for Adults, 1961, 45 pp.

Staten, T. F. How to Instruct Successfully: Modern Teaching Methods in Adult Education. New York: McGraw-Hill, 1960.

Verner, Coolie. A Conceptual Scheme for the Identification and Classification of Processes for Adult Education. (Adult Education Theory and Method Series). Chicago: Adult Education Association of U.S.A., 1962, 34 pp.

Verner, Coolie, and Booth, Alan. Adult Education. Washington: The Center for Applied Research in Education, Inc., 1964, 118 pp.

Wilson, Meredith C., and Gallup, Gladys. Extension Teaching Methods. Washington: U.S. Department of Agriculture, Extension Service Circular No. 495, 1954, 80 pp.

Zelko, Harold P. Successful Conference and Discussion Techniques. New York: McGraw-Hill, 1957, 264 pp.

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